



COPS Fact Sheet

Community Oriented Policing Services

www.usdoj.gov/cops/

Tips for Calculating and Tracking COPS MORE Redeployment

Introduction

This fact sheet is meant to provide COPS MORE program grantees with an overview and some examples on how to calculate and track redeployment experienced through MORE grants. These tips were developed based on our prior experience in grant advising and monitoring, and in response to feedback from auditors looking at local-level implementation of the MORE program. It is meant to serve only as a guide in fulfilling the redeployment tracking responsibilities as part of your COPS MORE grant award. The time saved through MORE funded equipment, technology, overtime, and civilians must result in an increase in Community Policing.

Requirements

Agencies granted an award under the COPS MORE program are required to calculate and track redeployment realized from the equipment, technology, overtime (MORE 95 only), and/or civilians awarded. This information is collected by the COPS Office periodically, through officer count (COPS Count) phone calls and MORE grant progress reports.

Calculating and Tracking Redeployment

Calculating and tracking redeployment can take several forms. For example, a common method for calculating and tracking redeployment is to follow the same mechanism for calculating the estimated amount of time savings as projected in your COPS MORE application, under the Demonstration of Time Savings section. Using this method, determining the actual number of hours saved per officer each shift as a result of the equipment, technology, overtime, and/or civilian award could be determined through the same process you used in your application for

determining your estimated redeployment, only replacing the estimated assumptions with actual time-saving totals. Tracking redeployment as a result of a civilian award means demonstrating how much time the civilian frees up for officers who no longer do the work that the civilian does for them. Tracking redeployment as a result of equipment/technology means demonstrating how much time the equipment/technology frees up for the officers using the equipment/technology. One thing to keep in mind is that the COPS Office uses 1,824 hours as the standard for a full-time-equivalent of a sworn officer in a year (1824 hours= 1 FTE) and assumes an officer works 228 shifts in one year. Please use these standards when calculating redeployment for your department even if your police department uses different standards.

In tracking your COPS MORE redeployment, the number of actual shifts each officer worked in the time period being calculated and tracked should be determined, along with the number of hours saved per officer per shift as a result of the COPS MORE award. The total time savings (in hours) should then be divided by 1,824 hours (COPS standard for FTE hours per year) to determine the amount of FTE's redeployed in the time period being calculated, and across all time periods.

For example, let's say your agency applied for and received four laptop computers for officers to complete paperwork in their patrol cars. In your application, you estimated that using laptops to complete incident reports would cut the time in half spent completing the reports, which previously totaled two hours per officer shift, with 10 officers now completing their paperwork with the laptops on any given day. Using this example, if your agency's tracking period is quarterly and you are tracking the redeployment for the first quarter (and the laptops were fully operational and in use for the time period being tracked), your redeployment tracking could look like this:

$$\begin{array}{rcl}
 10 \text{ officers} \times 1 \text{ hour saved each shift/officer} & = & \\
 10 & \text{hours saved each day} & \\
 \times 91 & \text{days (quarter being tracked)} & \\
 = 910 & \text{hours saved in first quarter} &
 \end{array}$$

Although we've determined the total number of hours achieved in the first quarter through use of the laptops, one last step remains. To determine the total FTE's redeployed in the first quarter, the time saved (910 hours) would be divided by 1,824 hours (number of FTE hours per year). In this case, .5 FTEs should have been redeployed by your agency in the first quarter using the laptops awarded under your COPS MORE grant.

In addition to being a requirement of the MORE program, the redeployment tracking mechanism also allows you to compare your original FTE award to your actual redeployment in order to monitor your COPS MORE grant progress towards achieving your awarded FTEs. Although the tracking requirement does not specify the time period for which redeployment should be tracked, we recommend a period that is manageable and allows you to maintain an accurate and current estimation of the redeployment achieved under your COPS MORE grant. A redeployment tracking worksheet is included at the bottom of the page for your benefit to serve as a guide in calculating and tracking officer time savings.

One final suggestion concerning calculating and tracking redeployment is to examine other possible unanticipated areas of timesaving that are derived from your award. Agencies often find other efficiencies through their equipment/technology, or civilians, which can increase the redeployment experienced from the grant. Timesaving can sometimes increase over time, as personnel become more familiar and experienced with the equipment/technology, or the civilian hired takes on additional duties, both of which can result in increased redeployment.

Some other examples of calculating redeployment, for 1 full year of redeployment, or for 3 months of redeployment:

Civilian

I. Redeployment=amount of time an officer was assigned to a job that is now being done by a civilian that replaced the officer.

1 full year: Full Time (FT) sworn officer dispatcher was replaced by a FT civilian = 1 to 1 replacement/redeployment or 1 FTE.

3 months: FT sworn officer dispatcher replaced by a FT civilian for 3 months (12 weeks) at 40 hours/week = 480 hours (divided by 1824 hours = 1 FTE) = .3 FTEs.

Technology/Equipment

II. Redeployment=(average amount of time a task previously took an officer minus average amount of time the task now takes an officer) multiplied by (X) the number of times in a shift the officer does or did the task X # shifts in a year that an officer works X the number of officers who do or did this task.

1 full year: (60 minutes to drive to the station and write a report minus 20 minutes to type the report into the mobile computer) X 2 reports each shift X 228 shifts per year X 60 patrol officers using the thirty COPS MORE funded mobile computers to fill out reports per year = 1,094,400 min./60 sec. = 18,240 hours (divided by 1824 hours = 1 FTE) = 10 FTEs.

3 months: (60 minutes to drive to the station and write a report minus 20 minutes to type the report into the mobile computer) X 2 reports each shift X 57 shifts in 3 months X 60 patrol officers using the thirty COPS MORE funded mobile computers to fill out reports per year = 273,600 min./60 sec. = 4,560 hours (divided by 1824 hours = 1FTE) = 2.5 FTEs.

III. Redeployment=number of times a task is done in a year X the average amount of time it used to take when an officer did it, but now the officer is replaced by a civilian.

1 full year: 15,000 reports taken by a civilian call diversion unit funded by MORE X an average of 30 minutes it used to take an officer to respond to a call for service = 450,000 min./60 sec. = 7,500 hours (divided by 1824 hours = 1 FTE) = 4.1 FTEs.

3 months: 3,000 reports taken in first 3 months by a civilian call diversion unit funded by MORE X an average of 30 minutes it used to take an officer to respond to a call for service = 90,000 min./60 sec. = 1,500 hours (divided by 1824 hours = 1 FTE) = .8 FTEs.

Redeployment Tracking Worksheet ¹

	Equipment Item #1	Equipment Item #2	Civilian #1	Civilian #2	Overtime
Number of Items Awarded					
Number of Items Operational and in Use during Redeployment Tracking Period					
Number of Officers Saving Time Using Item					
Average Time Saved Per Officer Each Shift (Hours)					
Number of Shifts Per Officer					
Total Time Savings (Hours)					
÷ 1,824 hours					
Total FTE's Saved to Date	Total FTE's Saved to Date				

¹This table illustrates an example of collecting time tracking information.